



State of Arizona
Department of Education
Office of Diane M. Douglas
Superintendent of Public Instruction

Administrative Review Summary Report

School Food Authority Name: Espiritu Schools

CTD: 07-82-75

Site: AIM Higher College Prep Academy

Contact: Fernando Ruiz

Review Date: November 17, 2016

Review Period: October, 2016

Programs Reviewed: ☒ National School Lunch ☒ School Breakfast ☐ Afterschool Snack
☐ Fresh Fruit & Vegetable ☐ Special Milk

Review Observations & Findings	Technical Assistance Provided	Required Corrective Action
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Performance Standard 1: Certification & Benefit Issuance- Critical Area

No findings.	<i>None required.</i>
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Performance Standard 1: Meal Counting & Claiming- Critical Area

No findings.	<i>None required.</i>
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Performance Standard 2: Meal Components & Quantities- Critical Area

<p>Multiple products served for the review period did not meet whole grain rich requirements.</p>	<p>Discussed all grains served must meet USDA whole grain rich requirements. Whole Grain Resource for the National School Lunch and Breakfast Program: A Guide to Meeting the Whole Grain-Rich Criteria can be found on ADE's website at http://www.fns.usda.gov/sites/default/files/WholeGrainResource.pdf. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 6 cents).</p>	<p><i>Please provide written assurance that only grains meeting USDA whole grain rich requirements will be served. The cookie has been replaced; please provide documentation for a whole grain rich product to replace the oatmeal bar and uncrustable sandwich.</i></p>
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Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area

No findings.

None required.

Meal Access & Reimbursement: Certification & Benefit Issuance

No findings.

None required.

Meal Access & Reimbursement: Verification

No findings.

None required.

Meal Access & Reimbursement: Meal Counting & Claiming

Daily edit checks are not being conducted appropriately.

Discussed the appropriate daily edit check worksheet to use while operating CEP and using the correct attendance factor. The CEP specific Edit Check Worksheet can be found on ADE's website at <http://www.azed.gov/health-nutrition/special-assistance-provisions/>.

Please provide written assurance that daily edit checks will be conducted appropriately. Additionally, provide a copy of a completed daily edit check worksheet.

Meal Pattern & Nutritional Quality: Offer Versus Serve

Cafeteria staff have not been properly trained on OVS.

Discussed plan for a refresher training for staff on OVS and not making students take a milk at the point of service. USDA's Offer Versus Serve Manual, Effective beginning School Year 2015-2016 can be found on ADE's website at <http://www.azed.gov/health-nutrition/files/2015/07/sp41-2015a.pdf>.

Please provide a written plan for ensuring that cafeteria staff are properly trained on OVS.

Signage which explains what constitutes a reimbursable meal was not displayed to students.

Discussed feasible options for signage and potential content. Printable POS Signage can be found on ADE's website at <http://www.azed.gov/health-nutrition/meal-pattern/>.

Please provide written assurance that signage explaining to students what constitutes a reimbursable has been displayed.

Meal Pattern & Nutritional Quality: Meal Components & Quantities

No findings.

Discussed having extra food available to ensure enough is available at the end of meal service.

None required.

Resource Management

No findings.

None required.

General Program Compliance: Civil Rights

Procedures for receiving and processing complaints alleging discrimination within the school meal programs need revised.	Discussed updating procedures to include identifying the outside agency to which complaints are forwarded (i.e., SA, FNSRO, FNS Office of Civil Rights, or USDA Office of Civil Rights). Additionally, the SFA's procedures must not indicate that they attempt to resolve the complaint themselves nor can the SFA's complaint process be a prerequisite for accepting a complaint. Procedures for filing a complaint can be found at https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer .	<i>Please provide a written description of the process and procedures for processing complaints alleging discrimination within FNS School Meal Programs.</i>
The 'And Justice for All' poster displayed at each point of service smaller than the USDA specified size of 11" by 17".	Discussed USDA guidance states that the 'And Justice for All' poster must not be printed on paper in a size smaller than 11 x 17 inches. ADE will provide copies of posters to SFA.	<i>Please provide written assurance that the 'And Justice For All' 11 x 17 posters have been displayed at each point of service.</i>

General Program Compliance: SFA On-Site Monitoring

Not applicable.

General Program Compliance: Local Wellness Policy

The public is not being notified of the Local Wellness Policy or the most recent assessment.	Discussed that the public must be notified of the LWP and the assessment and to ensure that the link to the LWP on the website works.	<i>None required at this time.</i>
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General Program Compliance: Competitive Food Services

No findings.	<i>None required.</i>
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General Program Compliance: Professional Standards

The Professional Standard tracker needs to be updated.	The tracker was missing one staff member and part-time staff should be classified as full-time for the purpose of professional standard training requirements. Discussed making it more clear when a training has been completed on the tracker. Also discussed utilizing ADE's Training Tracking forms and blank certificates found on ADE's website at http://www.azed.gov/health-nutrition/usda-professional-standards-new/ .	<i>Please provide written assurance that Professional Standards training hours will be tracked for all School Nutrition Program staff and provide a copy of the updated tracker.</i>
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General Program Compliance: Water

No findings.	<i>None required.</i>
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General Program Compliance: Food Safety, Storage and Buy American

The most recent food safety inspection report was not posted in a publicly visible location.	Discussed making copies of most recent report and feasible places for posting.	<i>Please provide written assurance that the most recent food safety inspection report has been posted in a location where the program participants can view it.</i>
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General Program Compliance: Reporting & Recordkeeping

Copies of food labels were not available for some items with the Product Formulation Statement (PFS). Or the incorrect label was provided with the PFS.	Discussed that copies of labels need to be kept on file with a PFS and need to match. More guidance on PFS can be found on ADE's meal pattern webpage: http://www.azed.gov/health-nutrition/meal-pattern/ .	<i>Please provide written assurance that all food labels will be kept with the corresponding PFS. In addition, please send copies of labels to match the PFS for the following items: turkey frank, breaded chicken breast, and granola bar.</i>
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General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach

Outreach to families regarding the availability of the SBP was not conducted during the school year.	Discussed methods of reminding families of the availability of the SBP throughout the school year in addition to the beginning of the year.	<i>Please provide a description of how families will be notified of the availability of the SBP during the school year, and written assurance that this will occur.</i>
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Other Federal Program Reviews: Afterschool Snack Program

Not applicable.

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2017 if applicable.

Other Federal Program Reviews: Fresh Fruit & Vegetable Program

Not applicable.

Other Federal Program Reviews: Special Milk Program

Not applicable.

Comments/Recommendations:

Congratulations! Espiritu Schools has completed the Administrative Review in the 2016-2017 school year. You are doing a wonderful job implementing the School Nutrition Programs! Please keep up the great work and remember to contact ADE Health & Nutrition with any questions or concerns.

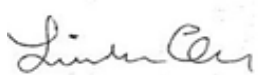
To stay on track with NSLP requirements checkout the NSLP at a Glance Calendar & Monthly Checklist on our website at
http://www.azed.gov/health-nutrition/files/2016/07/sy-16_17-nslp-calendar7.20.16.pdf

Training: In-person classes, Web-based training, and How-To guides can be found on ADE's website at
<http://www.azed.gov/health-nutrition/nslp/training/>

Fiscal Action Assessed?

☐ Yes- SBP ☒ No- SBP ☐ Yes- NSLP ☒ No- NSLP

Please submit corrective action response by January 13, 2017 to Lindsey.Cler@azed.gov or 1535 W. Jefferson St, Bin #7, Phoenix, AZ 85007.



12/7/2016

Reviewer Signature

Date

If you disagree with any finding that affects the claim for reimbursement, you may appeal the decision by following the Administrative Review Appeal Procedures found in your Child Nutrition Programs Guidance Manual.



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